President of the Australasian Consortium for Entrepreneurship Research Excellence (ACERE)

Purpose

To provide strategic and organisational leadership to ensure ACERE achieves its objectives. The presidents leads the Committee, oversees the association's activities and staff, and chairs the annual ACERE conference with overall responsibility for its operations.

Term of office

Three years.

Key responsibilities

- **Leadership and accountability:** Be responsible for the conduct of ACERE's activities in a manner that ensures accomplishment of its objectives.
- **Annual conference:** Act as Chair of the annual ACERE conference, with overall responsibility for conference operations. Works closely with the Deputy President as Program Chair, and the host institution to coordinate delivery.
- **Governance:** Chairs ACERE meetings and oversee all Sub-Committees, ensuring their activities contribute to ACERE's objectives. Ensure compliance with all statutory, regulatory, and taxation obligations, including oversight of the timely and accurate submission of all required returns.
- **External relations and outreach:** Coordinate relationships with affiliated and associated organisations and manage outreach activities and sponsorship.
- **Staff oversight:** Manages staff employed by ACERE and leads the board and committee.

Working relationships

Works collaboratively with the Deputy President, Committee, Sub-Committees, staff, conference host institution and organising team. Maintains a clear allocation of responsibilities between overall conference operations and the academic program.

Authority

Exercises the role in accordance with ACERE's Rules and approved delegations.

Deputy President of Australasian Consortium for Entrepreneurship Research Excellence (ACERE)

Purpose

Supports the President in advancing ACERE's objectives, provides leadership for the academic program of the annual conference, and maintains continuity of association leadership through automatic succession to the presidency.

Term of office

Three years as Deputy President, followed automatically by a three-year term as President.

Key responsibilities

- **Governance:** Act for the President when needed and undertakes duties assigned in accordance with ACERE's governance arrangements.
- **Program Chair of the annual ACERE conference,** responsible for:
    - Lead development of the academic conference program in consultation with the President as Conference Chair and the host institution.
    - Coordinate the call for submissions, peer-review process, acceptance decisions and academic scheduling.
    - Recruit and coordinate academic contributors, including conference key-note speakers, organising teams for conference auxiliary components, reviewers, session chairs and conference scientific committee members.
    - Oversees and coordinates with organising teams for conference auxiliary components such as the Doctoral Consortium, Paper Development Workshops, Educator Forum, Industry Forum and other scholarly sessions to produce a coherent program.
    - Promote academic quality, constructive feedback, inclusive participation and appropriate management of conflicts of interest.
    - Communicate program requirements, milestones and emerging issues to the President and conference organisers.

Working relationships and continuity

Work closely with the President, Committee, conference subcommittees and organisers. Develop familiarity with ACERE's strategy, governance, finances and external relationships in preparation for succession.

Authority

Exercise responsibilities in accordance with ACERE's Rules and approved delegations. The President retains overall responsibility for conference operations; the Deputy President leads the academic program within agreed conference arrangements.